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28 January 1953

MEMORANDUM FOR: Chief, Plans and Programs Staff

SUBJECT: Weekly Activity Report #4  
21-27 January 1953**I. NEW ACTIVITIES****1. Office of the Acting Chief, Assessment and Evaluation Staff**

a. On 23 January 1953, [ ] attended the Personnel Selection Panel as Colonel Baird's alternate. Arrangements are being completed for the determination of procedures for the Office of Training to refer cases to this Panel. Conferences concerning these procedures have been held with [ ] of the JOT program; [ ] of the BOC; and a conference has been arranged with [ ] of the BIC. These arrangements are being completed with the cooperation of [ ] of the Training Evaluation Branch.

b. Due to urgent requirements of the Personnel Selection Panel in their study on criteria, the tentative list of requirements developed by [ ] in the first report on this project has been furnished to [ ] for possible use by the Selection Panel in accordance with previous agreements.

c. On 27 January, [ ] had a conference with [ ] relative to the implementation of recommendations made in the Assessment and Evaluation personnel evaluations.

d. A meeting was held with [ ] to discuss the possibilities for the testing of potential JOT's in the field. No definite decision has been reached as to how this can be accomplished, but proposals are under consideration and will be presented as soon as finalized.

e. On 22 January, [ ] returned from a trip to [ ] where he conducted two assessments.

**2. Assessment Branch**

- a. Assessment cases scheduled . . . . .
- b. Assessments performed . . . . .
- c. Cases written . . . . .
- d. Cases outstanding . . . . .
- e. Professional trainee tests reported and recorded .
- f. Language tests administered . . . . .

\*Five outside cases, originally scheduled for this period, were rescheduled for later in the week, and will be included in item "b" of the next report.

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25X1 g. [ ] Testing Clerk, has indicated that  
25X1 she will go on six months' maternity leave beginning 16 February. Mrs.  
[ ] formerly with the Testing Division of Personnel, has re-  
ported for duty with the Assessment Branch as a Test Administrator.

### 3. Training Evaluation Branch

25X1 a. In collaboration with [ ] Chief, Research and Validation,  
25X1 conferences have been held at [ ] and at Headquarters with the Chief  
Instructors of OC, BOC, BIC, [ ] relative  
to Training Evaluations. In spite of the fact that some courses are being  
held for the first time and others are to undergo revision in the near  
future, it is expected that all students currently enrolled in a course  
will receive some sort of meaningful evaluation. The refinement of the  
evaluation processes in the various courses will depend on the development  
and reorganization of those courses as well as continuing liaison with the  
Chief Instructors.

## II. OLD ACTIVITIES

### 1. Office of the Acting Chief, Assessment and Evaluation

25X1 a. Work is continuing on the development of Training Evaluation pro-  
cedures for the Office of Training. Conferences on this subject have been  
held with [ ]

25X1 b. On 27 January, [ ] office, called and  
25X1 stated that the answer to our memorandum of 20 November 1952 has been com-  
pleted and is on [ ] desk for signature and should be for-  
warded sometime this week.

c. The preparation of a memorandum for the DD/P requesting their  
cooperation in the research project on [ ] of in-  
telligence officers has been postponed. [ ] in his telephone con-  
versation, indicated that the DD/P is offering to name representatives to  
participate in the planning of this project in the memorandum mentioned  
above. It is believed that if this appears in the final answer, it will  
greatly facilitate our implementation of further study.

### 2. Training Evaluation Branch

a. Work is continuing on the breakdown of grades of the past ten BOC  
and OC classes. The actual work has been completed and the figures are  
now being arranged for presentation in memorandum form.

b. Work is continuing on the re-designing of a system of recording  
Training Evaluations on IBM cards. A sample run has been prepared and a  
revision is being made.

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3. Research and Validation Branch

a. Arrangements are being made, with the assistance of [ ] to collect information concerning the performance of certain former PM trainees for whom we have Training Evaluations and test scores. This information will be used in connection with Research Project No. 5, Research on the [ ] Intelligence Officer, and No. 7, Validation of a Pre-Training Test Battery.

25X1

b. The Acting Chief of the Research and Validation Branch accompanied the Training Evaluation Chief on a visit to [ ] on 22 and 23 January. Plans for making evaluations for the training courses now in session and plans and needs with respect to Research Project No. 7 were discussed with members of the several staffs there.

25X1

c. On 26 January, [ ] returned from two weeks' annual leave.

25X1

[ ]

Acting Chief  
Assessment and Evaluation Staff

25X1

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